

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



Administrative Assistant 3

SALARY RANGE: \$45,053.25 - \$63,537.63 (Range P18)

HOURS OF WORK: 3E(35 hr workweek)

POSTING PERIOD FROM:

October 23, 2015

TO:

November 6, 2015

OPEN TO:

☐ Unit Scope:

☐ Division Wide

☐ Department Wide (open to Treasury employees)

☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:

Division of Administration
Office of Human Resources
50 West State Street – 2nd floor
Trenton, NJ 08625

JOB DESCRIPTION:

Provides administrative and secretarial support for the Deputy Director of Workforce Management/Human Resources Officer. Answers the Human Resources Officer's phone, maintains his schedule, prepares correspondence for his signature and prepares spreadsheets and reports as directed. Acts as the Office Supervisor - orders supplies, oversees stock room, supervises courier service and mail distribution, oversees Reception Desk coverage, assigns parking, etc. Assists in the processing and tracking of requested personnel actions. Provides administrative and secretarial assistance to the Assistant Director of Operations as requested; does other related duties upon request.

REQUIREMENTS: Open to full-time State employees who have permanent status in a competitive title and who meet the requirements listed below:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: A minimum of one (1) year of experience in a business or government agency providing administrative support services and/or coordinating work activities.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

If you qualify and are interested, please send your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: Admin Asst 3)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:

A handwritten signature in black ink, appearing to read "D. J. Lenti".

Douglas J. Lenti, Deputy Director, Workforce Management/Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer